



ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award (Two Page)

Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this two page form for all Individual Cash Awards, On-the-Spot Awards and Time-Off Awards for records:
Not under your security in FPPS;
Amount of award is \$5000 or greater; or
FY cumulative amount is \$5000 or greater
4. Provide a copy of the completed form to the employee when the electronic award has processed.

Employee Name: Jefferson, Gayle Employee ID #: (b) (6)
Position Title (optional): _____ PP-Series-Grade (optional): GS-15
Organization (optional): OMS

Type of Award: On-the-Spot Award (Individual Cash Award (Non-Rating Based)) ☒ Group Cash Award
Individual Cash Award (Non-Rating Based) Group Time Off Award
Time Off Award

Total Amount of Award (\$): \$750.00 AND/OR Total Number of Hours: _____

Type of Benefits on which the award is based (Cash awards only): Tangible Benefit Intangible Benefit ☒

Value of Benefit: Moderate ☒ Substantial High Exceptional

Extent of Contribution: Limited Extended ☒ Broad General

Narrative Justification for Award:

On behalf of the OMS-IO Senior Leadership Team, the COVID-19 Management Response Team is being recognized for the outstanding work they conducted in the development of management guidance and agency procedures in response to the coronavirus disease 2019. The health and welfare of the workforce is the agency's primary concern; and it is vital that the EPA continue its critical mission work on behalf of the American public. The team worked tirelessly to provide around-the-clock support in helping employees feel informed and connected. Through this team's exemplary and swift actions, activities related to the coronavirus outbreak ensured that the Agency was able to continue running smoothly.

- Developing and updating an extensive list of FAQs on subjects related to telework, personnel, IT, facilities cleaning, etc.;
- Issuing notices of increased work schedule flexibilities consistent with OMB and OPM guidance and ensuring agency systems were updated to accommodate these increased flexibilities;
- Meeting weekly with Safety and Health Managers nationwide and taking action to ensure all facilities use proper disinfection techniques and products per CDC guidance;
- Establishing a cohesive process to virtually on-board and provision equipment to new hires;-
- Developing instructions to the contractor community and training for the contracting community (Cos, CORs, etc.) on agency procedures for evaluating requests for relief under CARES Act Section 3610;
- Working with service providers to address VPN connectivity issues and ensure full access for all in support of the sudden and unprecedented increase in remote work;
- Working with OMB to develop supplemental guidance financial assistance agreements (grants) and issuing class waiver for grants project period extensions; and
- Working with OPM on pay, benefits and other employee-related issues, including providing guidance and clarification on the Families First Coronavirus Response Act.